

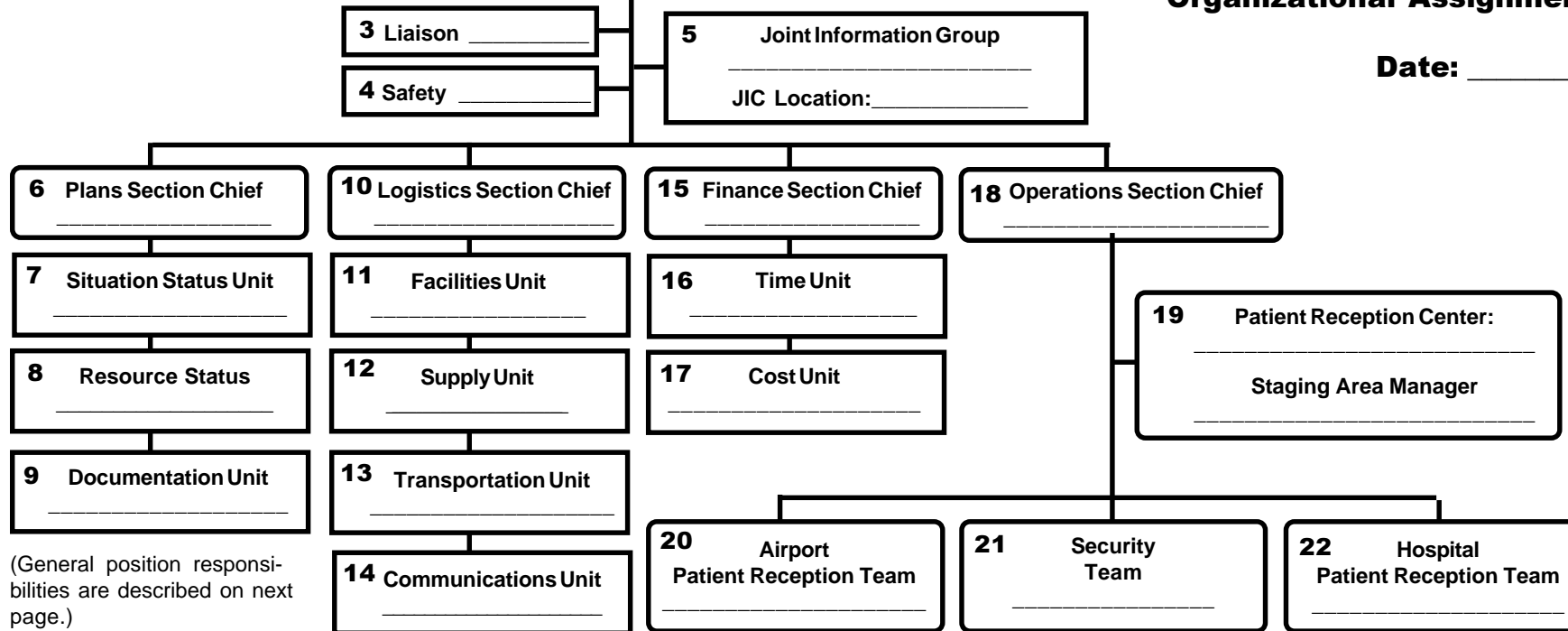
1 Agency Administrators

2 Unified Management Group

Patient Reception Area (PRA) Incident Management Structure

Organizational Assignments

Date:



(General position responsibilities are described on next page.)

Key Contacts

Agency

Staff

Office

cell/pager/24 hrs.

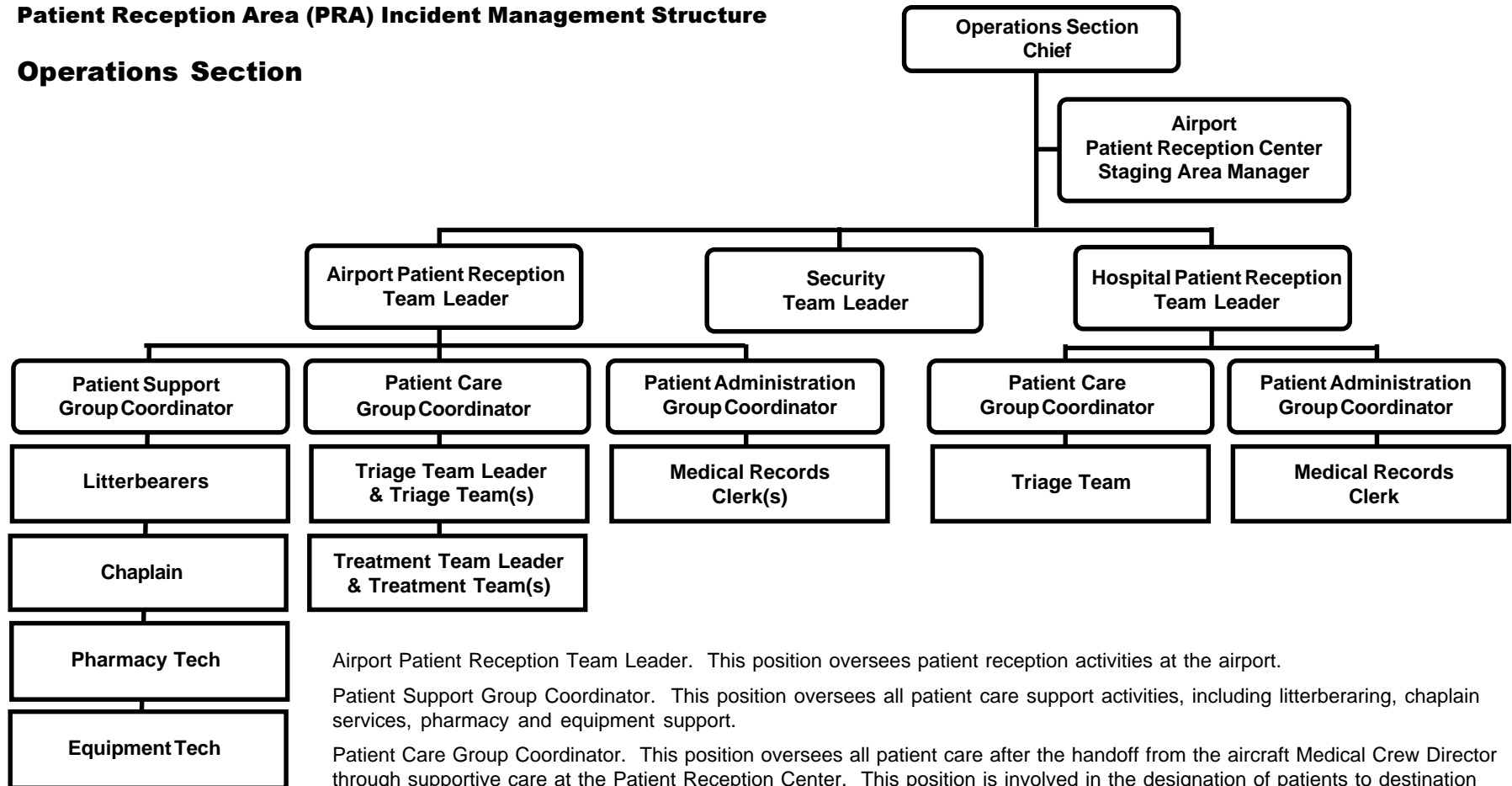
email

Position Descriptions

- 1 Agency Administrators. Chief Executive Officers whose incident management roles include implementation and termination of the agency's emergency operations, providing overall policy guidance, review and approval of information for the news media, designating staff and approving resource requests.
- 2 Unified Management Group. Each agency involved with patient reception operations will designate a representative to be part of this group (including medical direction). Agency representatives should have the authority to commit agency resources and must participate in the Incident Action Planning meetings.
- 3 Liaison. This position serves as a point of contact for representatives from other agencies/organizations for information about the incident.
- 4 Safety Officer. This position is responsible for the inspection of all incident work areas and has the authority to stop and correct any unsafe acts.
- 5 Joint Public Information Group. This group consists of Public Affairs Officers (PAOs) from the agencies involved with patient reception operations (not including NDMS-participating hospital PAOs). They will work from the Joint Information Center (JIC) which will be the point of contact for the media.
- 6 Plans Section Chief. This position coordinates the development of the Incident Action Plan through the Unified Management Group, and is responsible for situation and resource status and documentation and reporting.
- 7 Situation Status Unit Leader. This position maintains current status information on the incident. Patient tracking will be a focus of this position.
- 8 Resource Status Unit Leader. This position maintains current status information on all resources (human and physical) assigned, available or out-of-service at the incident, including hospital capabilities.
- 9 Documentation and Reporting Unit Leader. This position includes the maintenance of a file system and records on all incident activities and the preparing of various reports.
- 10 Logistics Section Chief. This position is responsible for providing all services and support needed to manage the incident, particularly facilities, transportation, supplies, food and communications.
- 11 Facilities Unit Leader. This position includes the provision of buildings and space needed to support incident-related needs.
- 12 Supply Unit Leader. This position includes the provision of equipment and supplies necessary to support incident requirements.
- 13 Transportation Unit Leader. This position includes the provision of transportation resources required to support the incident.
- 14 Communications Unit Leader. This position includes the provision of communications equipment, systems and services in support of the incident-related needs.
- 15 Finance/Administration Section Chief. This position includes tracking all incident-related expenses, including employee time, vehicle use, and supplies and equipment. This position will also handle claims from personal injury or property damage.
- 16 Time Unit Leader. This function includes timekeeping on all personnel assigned to the incident.
- 17 Cost Unit Leader. This function includes tracking all expenditures related to the incident.
- 18 Operations Section Chief. This position oversees patient reception activities, coordinates requirements with the Plans, Logistics and Finance Section Chiefs and reports to the Unified Management Group.
- 19 Patient Reception Center. This is the facility at which patient reception operations occur.
- 20 Airport Patient Reception Team. For a description, see next page.
- 21 Security Team. For a description, see next page.
- 22 Hospital Patient Reception Team. For a description, see next page.

Patient Reception Area (PRA) Incident Management Structure

Operations Section



Airport Patient Reception Team Leader. This position oversees patient reception activities at the airport.

Patient Support Group Coordinator. This position oversees all patient care support activities, including litterbearing, chaplain services, pharmacy and equipment support.

Patient Care Group Coordinator. This position oversees all patient care after the handoff from the aircraft Medical Crew Director through supportive care at the Patient Reception Center. This position is involved in the designation of patients to destination hospitals. A Triage Unit Leader and a Treatment Unit Leader each with 2-4 person teams may be needed.

Patient Administration Group Coordinator. This position oversees all patient administration functions at the Patient Reception Center, including ensuring the necessary patient information is recorded upon arrival and prior to departure to destination hospitals.

Security Team Leader. This position oversees all staff and vehicle access to the Patient Reception Center, Staging Area and at the receiving hospital, as needed.

Hospital Patient Reception Team Leader. This position oversees all patient reception activities at the receiving hospital.

Patient Care Group Coordinator. This position oversees all patient care during reception activities at the receiving hospital. A Triage Unit Leader with 2-4 person teams may be needed. .

Patient Administration Group Coordinator. This position oversees all patient administration functions at the receiving hospital, including ensuring the necessary patient information is recorded upon arrival and communicated back to the Airport Patient Administration Group Leader or other designated point of contact.

**Patient Reception Area
Incident Management Structure
Individual Assignments**

Date: _____

Operational Period: _____

